Commonwealth of Virginia
Council on Technology Services

Change Management Workgroup

Meeting Agenda

2/12/03

9:30	Welcome Guests and New Members
9:35	Approval of minutes from last meeting
9:40	Review charter revisions resulting from 1/9/2003 COTS meeting (attached)
9:45	Change Management Overview – Paul Lubic
10:15	Discussion on Identifying/Defining Best Practices

- Feedback from Memo to COTS (attached)
- Next Steps

10:45	Update on DTP Change Management Activities – Paul Lubic

- Current Readiness Assessment
- Other Activities

11:00	Review of Action Items
11:05	Agenda setting for next meeting
11:15	Adjourn

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